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25 April 1979

## MEMORANDUM FOR THE RECORD

SUBJECT: Career Training (CT) Task Force Meeting -  
25 April 1979 [ ]

1. The 25 April CT Task Force meeting was chaired by Harry Fitzwater and attended by [ ]

2. The Office of Personnel is preparing a paper to be sent to all Career Services asking for slots and money for five more full-time recruiters. In addition to the four black recruiters being requested for [ ] an Hispanic recruiter is being requested for [ ] Representatives from the Office of Personnel will visit New York on 27 April to talk to [ ] about their focus group studies. The Director of Personnel will visit each of the recruiters, beginning with trips to [ ]

3. It was reported that [ ] reviewed the list of retirees to whom letters will be sent. He is responding to the Director of Personnel noting which retirees he feels are most suitable to receive letters. [ ]

4. The Inspector General's Office will inspect the Agency's recruitment practices. Also, in accordance with the NAPA report, the Office of Personnel has requested that they look at the entire recruitment process. Ways of speeding up the recruitment process will also be researched. [ ]

5. The Office of Medical Services (OMS) has received a total of 170 CT applicants. There are 161 candidates in

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process for the Directorate of Operations (DO), and 9 for NFAC and DDS&T. OMS continues to be on target with no difficulties--except the Psychological Services Staff is accommodating the CT Program at the expense of other areas. Assessments for applicants, other than CTs, are handled only on a request basis. There are five psychologists in various stages of processing, and OMS is "hopefully optimistic" that they will get two on board soon. ☐

6. The Office of Security (OS) has received 174 CT cases; 111 cases are currently in process; 33 have been approved; 6 have been disapproved; 24 have been cancelled. Three internal applicants have been received and all have been approved. The Pilot Program has received 4--2 have been approved and 2 are currently in process. The only problem being encountered is the secretary who handles CT-related work will soon be moving to another assignment. The Office of Personnel is trying to assist by providing a replacement as soon as possible. ☐

8. ☐ reported that the memorandum outlining the "pre-CT" program is in draft and perhaps by tomorrow will be approved and signed by Mr. McMahon. There is considerable interest by the area divisions in these direct-hire individuals, as shown by a poll conducted by the Career Management Staff. ☐

9. Mr. Fitzwater reported that OP is working on a model of the DO and before long should be able to give some profiles of what the Directorate will look like in the years ahead. Eventually the entire Agency will be profiled, but the initial model will be of the DO. ☐

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10. The number of DO-accepted CTs as shown in the CT status report is 19; however, one individual was contacted after the report was typed, plus three more individuals will be contacted today, bringing the total CTs accepted for the DO to 23. There are 11 sponsored internals for the CT Program, plus two "walk-ins"; that is, internals who wish to be considered for the program but who do not have a sponsoring component. [ ]

11. [ ] noted that we are now faced with the problem of training these individuals in light of resource restraints. Twenty-four CTs will be put through both parts of the Operations Course without any interim assignments. Criteria for selection of these 24 individuals are being established. [ ]

12. [ ] noted that thus far 445 in-depth interviews have been conducted, which is 100 more than this time last year. Of significance regarding this figure, the CT Staff has one less program officer than this time last year. [ ]

13. Of interest regarding the goals established, the Recruitment Division estimated 729 Career Trainee and Pilot Program full files would need to be received by 16 April, however, the figure was rounded off to 730. The actual number received was 729, which was precisely the estimated goal. Although it looks as though the in-depth interviews are far short of the estimated number needed (445 actual against a goal of 663), a factor is that the quality of the process has been refined so that at each stage of the screening, we are dealing with more serious candidates. [ ]

14. There is a scarcity of airline and hotel accommodations for applicants visiting this area. [ ] advised that a new motel, the Enoco Travel Lodge, will open today on Lee Highway (near the Fun-and-Fitness Aquatic Club). [ ]

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15. [redacted] who was recently on a recruiting trip to the West Coast with [redacted] of the CT Staff, reported that 70 percent of those they interviewed looked like strong prospects. [redacted]

16. The draft 1979 CT training schedule proposes two EOD dates (the week of 16 July and the week of 20 August). The tentative proposed EOD date for the first class of 1980 is the week of 19 February [redacted]

[redacted]

Executive Secretary  
Task Force

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